



Emergency and Disaster Response
Material Support Services Committee
 September 24, 2009

Attendees: Eric Brubaker, Corey Eide, Alex Rose, Joe Chizmadia, Joanne Burke, Ruth Burke, Bill Carpenter, Steve Elstein, Sheila Hong, Jack Jonathan, Daniel Kopti, Rouzbeh Mohajer, Jesse Munoz (conference call), Ron Ross, David Tuckman
Excused: Don Dodson, Jerome Thierry, Bettina Brockman, Jerry Washington

Agenda Item	Discussion	Actions	Responsible Party	Follow-Up Action/Date
Welcome & Introductions	Self introductions were made by each individual indicating which District they were from.			
Approval of Minutes	Minutes from the meeting on July 23, 2009. Motion made to approve July 23, 09 minutes by David Tuckman & 2 nd by Jack Jonathan. Voice vote by the committee approved minutes.	Minutes approved	Joe C.	
Shelter Trailer Party	After Action Review on how the event went and what can be done differently next time. Everyone thought the Shelter Trailer party went very well. The following positive comments were brought up from the floor: People were excellent, Youth group was outstanding, Layout, Separate Cot Wash Area worked well, District Teamwork was outstanding, Central Location was good, The idea to pressure wash the trailers & vehicles worked out well, H & S on site due to very hot weather, plenty of cold beverages to support dehydration and supplies to restock trailers were in a central location. A comment was made that a tire pressure gage should be included in each shelter trailer.	It was brought up to the committee that the Shelter Trailer Party will be an annual event but likely held earlier in the summer. Committee to look at adding tire pressure gage to the Shelter Trailer inventory.	Committee	Tire pressure gage to be voted on by the committee on Dec 2, 09.
DR 542-10 update	Review how the event went and what can be done differently next time. Overall, people felt DR 542-10 went very well. Issues that went well included: Vehicle restocking, Chapter coordination between those involved in the entire state, Salvation Army providing meals, Vehicle issues identified sooner & reported, Courier Service & Transportation provided great service and had enough space to work out of, Shelter security was good, In Kind donations went well, Electronic DOIS was valuable. Some of the issues noticed are: DOIS had personal phone numbers, Equipment accountability & tracking is better but can be improved,		Jo Burke	

	use of space inside the EOC needs to be looked into.			
Procedures	We need volunteers to help write new procedures on greenies and a standard key procedure for all districts. Discussion was held about the need for new procedures. Jo Burke volunteered to help with a procedure for greenies and a standard key procedure, Sheila Hong volunteered to help with a procedure for replenishment of district supplies.	First draft of new procedures to be sent to committee members by Oct 23 rd for review. Final draft to be voted on at the next MSS meeting on Dec 2, 09.	Joe C.	First draft due Oct 23 rd for review. Final draft voted on Dec 2, 09.
DST Update	Minutes of the last DST meeting were handed out during the meeting. Bill Carpenter provided an update on the Shelter Radio Trailer project. Bill discussed the need for a new procedure for Vehicle Radio Checks. Request to be forwarded to DST committee on Oct 22, 09 for action.	DST committee to look at as new business on Oct 22, 09.	Committee	Oct 22, 09.
Items from the floor	Eric thanked everyone for their efforts on the Shelter Trailer Party and DR 542-10. Eric led discussion on need to build Logistics teams in each district. SCV currently has a strong team that could be used as a model to develop teams in other districts. The committee is more than willing to help a district develop a team if asked.			
Next Meeting	Dec 2, 09, West District			
Adjournment	Motion made by David Tuckman, 2 nd by Sheila Hong. Voice vote by committee for adjournment			